

Hello

I am inquiring as to a potential business line we are considering adding in the future. Before we do so we would like to receive an opinion on this from the Louisiana Board of Ethics Procedures.

The Healthy School Food Collaborative currently provides consulting services to schools for their child nutrition program. This program includes the receipt of USDA Federal Funding for the reimbursement of meals such as breakfast, lunch, snack and supper. We can assist the school in procurement as well as reviewing paperwork and compliance documentation.

This potential new line of services would be centered on food service management companies. We would offer a very defined scope of work to the food service management companies. I want to make sure there is no conflict of interest in providing work for both parties since the schools we consult with do procure work for the food service management companies. Also, please let us know if there would be a difference between schools we consult with and schools we do not.

Here is the proposed scope of work to food service management companies.

1. Sites will upload production records and pictures of plates and serving line daily.
 - HSFC will review those for completion
 - HSFC will have an ongoing report for FSMC that will provide feedback based on FSMC standards set
2. FSMC will complete on-site visits and HSFC will review those and provide feedback
3. HSFC can provide trainings as requested
4. HSFC can provide on-site review as requested

The scope of work we provide to schools is below.

- Assist with creation of a school food authority
 - This includes communication with the state agency, paperwork completion and submission
- Point of Sale software (Newton) set-up and ongoing management
 - Supply and maintain server to host and maintain data for POS software
 - Synchronization of student data
- Comprehensive audit support
 - When your SFA is audited the HSFC will assist with all appropriate aspects of audit preparation, document submission and serves as your representative during the on-site review and takes care of any follow-up required.
- Wellness plan creation and implementation (ongoing)
 - Assist with maintenance of wellness assessment

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- Assist in scheduling wellness advisory council meetings and maintaining documentation for state review.
- RFP process management
 - The HSFC will assist in all appropriate aspects of the food service procurement process
- Assist with the renewal with existing food service management company.
- Lunch application processing.
 - Assistance in verification process
 - Assistance in student balance, letters and additional student status communication
- Assist in set-up and/or maintenance of community eligibility status and reporting.
- Organize CNP documentation and support
- Assist with application and implementation of summer school food service
 - This includes additional RFPs, state required documentation trainings and claim reimbursement
- Assist with application for after school and snack reimbursement programs

I want to have your opinion if there is any conflict in providing these services to these two types of entities.

Thank you

James

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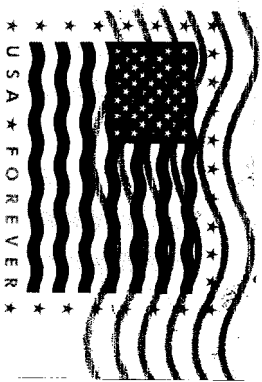
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